



## INDIANA BUREAU OF MOTOR VEHICLES DOCUMENT LIST

### **SOCIAL SECURITY NUMBER is required by Indiana State and Federal law for all License and Permit transactions**

If an applicant's Social Security number is not on the BMV internal record, proof of Social Security will be required.

### **OBTAINING A DRIVERS LICENSE, LEARNER/DRIVER EDUCATION PERMIT, OR IDENTIFICATION CARD**

The Bureau of Motor Vehicles endeavors to safeguard the integrity of driver documents and to protect the public from false and/or fraudulent applications. In accordance with Indiana Code 9-24-18-2, making a false or fraudulent application is a criminal offense punishable by imprisonment, fine and license suspension. Ensuring the identity of a person is a high priority for the Bureau of Motor Vehicles/Commission.

The bureau shall require documentation as part of the application for an Indiana driver license, learner/driver education permit, and identification card. Only original documents or certified facsimiles from the issuing agency will be accepted. The bureau reserves the right to refuse any identification presented that appears fraudulent or unreliable. Altered and expired primary documents will not be accepted. For the purposes herein, the term "valid" means, "not expired". Documents presented to the bureau for identification purposes will be kept confidential. All documents must contain the applicant's name and must be in the English language or contain an English translation. The commissioner or the commissioner's designee may accept reasonable alternate documents to satisfy the requirements of this rule.

All Immigration/Naturalization Service (INS), Citizenship and Immigration Service (CIS) or Department of Homeland Security (DHS) documentation presented as identification will be verified at a central location and a temporary document may be issued at a license branch until the documents presented have been verified. Verification of documentation is required for each issuance of a license, learner/driver education or identification card.

### **ACCEPTABLE IDENTIFICATION**

Per 140 IAC 7-4-2 the bureau shall require documentation as part of the application for the following:

**1. To Receive a First Time Indiana Drivers License or Learner/Driver Education Permit, an applicant is required to provide:**

- one (1) document from the "Primary Group", one (1) document from the "Secondary Group", one (1) document from the "Proof of Residency Group", and proof of a valid Social Security number; or
- two (2) documents from the "Primary Group", one (1) document from the "Proof of Residency Group", and provide proof of a valid Social Security number.

**2. To Receive a First Time Indiana Identification Card, an applicant is required to provide:**

- one (1) document from the "Primary Group", one (1) document from the "Secondary Group", and one (1) document from the "Proof of Residency Group", or
- two (2) documents from the "Primary Group", and one (1) document from the "Proof of Residency Group"

**3. To Receive a Duplicate Indiana Drivers License or Learner/Driver Education Permit an applicant is required to provide:**

- one (1) document from the "Primary Group", one (1) document from the "Secondary Group", verification of the Social Security number on the bureau's record, and, if the applicant's address has changed since the license or permit was issued or renewed, one (1) document from the "Proof of Residency Group".

**4. To amend an Indiana Driver License, Learner/Driver Education Permit or Identification Card, an applicant is required to provide:**

- a license, learner/driver education permit or identification card to amend, and acceptable documentation to support the changes to be made on the license, permit, or identification card.
- If an applicant cannot provide a driver license, learner/driver education permit, or identification card to amend, the applicant must present the documentation required to obtain a duplicate license, permit, or identification card.

**5. To renew an Indiana Drivers License, Learner/Driver Education Permit or Identification Card an applicant is required to:**

Surrender a current Indiana driver license, learner/driver education permit or identification card and to provide verification of the Social Security number on the bureau's record.

- If the applicant does not possess a current Indiana driver license, permit, or identification card, he or she is required to present documentation as a first time applicant.
- When renewing an Indiana driver license or learner/driver education permit, an identification card is only considered secondary documentation.
- An applicant presenting an Indiana driver license, learner/driver education permit, or identification card that has been expired more than ten (10) years must provide documentation as if applying for a first time license, permit, or identification card.
- If the applicant's information has changed since the license, permit or ID was issued or renewed; documentation is required to support the change to be made on the license, permit or identification card.



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### PRIMARY DOCUMENTS

Must present **one (1)** document

#### Primary Group-acceptable United States documents:

- US Birth Certificate with authenticating stamp or seal containing the applicant's date of birth, place of birth, and parent's names issued by:
  - A county department or county board of health from the applicant's state of birth
  - A state department or state board of health from the applicant's state of birth, or
  - A verified delayed birth certificate
- Certificate of Naturalization/Citizenship
- Certification of report of birth (DS-1350)
- U.S. consular report of birth (FS-240)
- Birth certificate issued by United States territories, including American Samoa, Guam, Puerto Rico, and Virgin Islands
- U.S. Military/Merchant Marines identification card with photo
- U.S. Passport
- U.S. veterans universal access identification card with photo

#### Primary Group-acceptable immigration documents:

- Valid foreign passport with photo with a visa that includes a valid form I-94 indicating the authorized duration of stay in the United States.
- Valid foreign passport with a current visa that states 'Upon Endorsement Serves as Temporary I-551 evidencing Permanent Residence for 1-year'
  - Canadian passports are not required to have a visa or a form I-94.
  - Applicants from the Federated States of Micronesia, Palau & the Republic of the Marshall Islands do not required to present a visa but must submit a form I-94.
  - Passports with I-94 indicating F-1/F-2 status must provide a valid form I-20 ("Certificate of Eligibility"). For these applicants, the form I-20 serves as a secondary document.
  - Passports with I-94 indicating J-1/J-2 status must be submitted with a valid form DS-2019 ("Certificate of Eligibility"). For these applicants, the form DS-2019 serves as a secondary document.
- Authorization for parole of an alien into the United States (form I-512)
- Employment authorization card (I-688B)
- Employment authorization card (I-766)
- Form I-94 stamped with "Section 207" refugee status
- Form I-94 Stamped with "Section 208" asylum status
- Permanent resident card (I-551)
- Temporary I-551 stamp/with passport or I-94 with alien number
- Temporary Resident card (I-688)
- Travel document (I-131)
- An I-797 "Notice of Action" including an applicant's "Approval Notice" may be used to extend the validity of an original primary document.

### SECONDARY DOCUMENTS

Must present **one (1)** document

**Any document from the list of Primary Documents may be used as a Secondary Document.**

- Certified academic transcripts from schools in the United States and it's territories
- School report card dated within 12 months of application
- School identification card with photo or yearbook photo within three (3) years of application
- An identification card with photo issued by a foreign consulate
- An identification card with photo issued by the federal government
- An Indiana identification card
- A driver license, identification card, or permit with photo issued by another state
- Original driving record from another state
- Valid form I-20 with a valid form I-94 and a F-1/F-2 status in passport
- Valid form DS-2019 with a valid form I-94 and a J-1/J-2 status in passport
- Indiana county pre-sentence Investigation report with clerk stamp or seal
- Indiana gun permit
- Indiana probation identification with photo, name and date of birth
- Letter from probation officer, caseworker, or social worker on official letterhead, certified with stamp or seal with the applicant's name and signature of the probation officer, caseworker, or social worker

**"SECONDARY DOCUMENTATION CONTINUED NEXT PAGE"**



## INDIANA BUREAU OF MOTOR VEHICLES DOCUMENT LIST

### **"SECONDARY DOCUMENTATION CONTINUED"**

- Prison release documentation
- U.S. district court pre-sentence investigation report with stamp or seal
- Valid banking card or MasterCard, Visa, American Express, or Discover card issued in the name of the applicant with his or her signature
- Bank statement issued within sixty (60) days of application
- Form W-2 (federal or state) or Form 1099 with applicant's name and address
- Computer generated pay check stub with applicant's name and address
- Valid employee identification card with photo
- Valid Indiana professional license
- Valid insurance card
- Medicare or Medicaid Card
- U.S. military discharge or DD214 separation papers
- U.S. Uniformed services card
- Divorce decree certified by court of law with stamp or seal.
- Application of Marriage or Record of Marriage that is certified with stamp or seal

**NOTE:** Minors making application for an Indiana ID card may present acceptable social security documentation as his or her "secondary" document.

### **PROOF OF INDIANA RESIDENCY**

Must present **one (1)** document

#### **All NEW issuances and Changes of Address**

Any document from the list of Primary Documents or Secondary Documents may be used as proof of Indiana residency along with the following documents, as long as the document contains the applicant's name and residential address. For the purpose of this policy, a Post Office Box is not an acceptable residential address.

- Child support check stub from Indiana Family and Social Services Administration with name and address of the applicant
- Bill or benefit statement within sixty (60) days of issuance
- Indiana driver license, identification card or permit with photo
- Indiana surveyor report
- Indiana residency affidavit
- Voter registration card
- Valid Indiana vehicle or watercraft title or registration

### **SOCIAL SECURITY NUMBER DOCUMENTS**

Must present **one (1)** document for all **NEW** issuances

**Required by Indiana State and Federal law for all license and permit transactions**

- Social Security card (laminated Social Security cards are accepted)
- Social Security card bearing the legend "Valid for Work Only With DHS Authorization"
- Social Security card bearing the legend "Not Valid for Employment"
- Numident report – stamped and issued in the applicant's name by the Social Security Administration (SSA)
- Letter verifying the applicant's Social Security Number issued in the applicant's name, signed and stamped by the SSA